

Returner Room Selection

2012-2013



Your Home
Away from Home

Viterbo University
Office of Residence Life
608-796-3116

Dates at a Glance

February / March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Theme House Info Meeting @ 7pm Hawk's nest	2	3	4
5	6	7	8	9	10	11
12	13 Theme House Applications Due in Res Life @ 4pm	14	15 Housing Info Meeting & Tour @ 7pm in Hawk's Nest	16	17	18
19	20	21 Housing Info Meeting & Tour @ 7pm in Hawks	22 Theme House decision announced by 4pm	23	24 Housing and Meal Plans Due in Res Life @ 4pm; \$100 Deposit Due to Business Office	25
23	27	28	29 Clare Apartment Selection 7-9pm Hawk's Nest			

Housing sign up dates are firm. Contracts and deposits must be submitted by February 24. Contracts submitted after this date will be excluded from the initial process.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Reclaiming Floor 8am-4pm in Res Life	2 Reclaiming Building 8am-4pm in Res Life	3 Spring Break
4 Spring Break	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break
11 Bonaventure and Marian Halls Open at 8:00am.	12 Selection Numbers & Floor Plans Posted in Office of Residence Life	13	14 Four and Three Person Room Selection 7-9pm Hawk's Nest	15 Two Person and Individual Room Selection 7-9pm Hawk's Nest	16 Sign Up for students still looking for housing (ongoing)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Returner Sign-Up Information

We're excited to have you in campus housing next year! Returner room selection is the process through which continuing full-time students choose their living space for the next academic year. Any student who is currently living on campus, is enrolled for the Spring 2012 semester, and is intending to register for classes for the 2012-2013 academic year can participate.

Whether you are a freshman or a senior, we invite you to live on campus next school year. Please keep in mind that all students must sign up for the process by **Friday, Feb. 24**. *Applications for the Theme House must be in by Feb. 13th, 4 pm. (See pages 4 & 5 for info.)*

START HERE TO LEARN HOW TO APPLY:

- **Applying for Theme House:** The theme house is a duplex consisting of an apartment that houses two students and an apartment that houses four students. Student applicants should develop a proposal of a theme they want to live by and promote for the year they live in the house. (See pages 4 and 5 for more info.)
- **Reclaiming Your Current Space:** Any on-campus resident who wishes to reclaim his/her current space on campus may do so once the Housing Contract is submitted. (See page 6 for more info.)
- **Applying for Clare Apartments:** Upperclassmen will be considered first when placing students into the new apartment complex. We will also be taking into consideration students' grade point averages and past behavior on campus. Clare Apartment Selection will take place 7 to 9 pm on February 29. (See page 7 for more info.)
- **Applying for Non-Specific Housing:** Each student who applies for the process but does not reclaim his/her current room, hall or building, or is not placed into Clare Apartments, will go through the housing selection process. Students are encouraged to determine their roommates for the 2012-2013 year. The students in each roommate group will have their accumulated credit hours (earned by the end of fall semester 2011) averaged. These averages will determine their selection time. Times will be posted on Thursday, March 12, outside the Office of Residence Life (Marian Hall). Student groups with the highest credit average are given higher priority. Groups of four will have priority over groups of three, which will have priority over groups of two, which will have priority over individuals. All roommate group applications must be submitted at the same time! (See page 8 for more information.)
- **Selection Dates:** There will be four dates on which selection of spaces occurs for those who've signed up for the process:
 - **Theme Houses Applications:** Due February 13 by 4 pm (Housing and meal contracts and deposit due February 24.) See pages 4 and 5 for more info.
 - **Reclaiming:** Floor—March 1, all day; Building—March 2, all day. (See page 6 for more info.)
 - **Room Selection:** March 14 (4- and 3-person groups), March 15 (2-person groups and individuals), and March 16 (ongoing housing sign-up). See page 8 for info.

Applying To Live In The Theme House



The Theme House is a six-person on-campus duplexed house that will accommodate groups of two and four students, or a group of six students with a shared interest. The residents will lead educational, social, and service activities to build awareness and create change on-campus and throughout the La Crosse community. This is a great chance to work together, build community, and create lasting change. Students must apply as a group to establish a theme house.

POSSIBLE THEME HOUSE OPPORTUNITIES

It's an Honor House - It's an Honor House provides students with an opportunity to live with others dedicated to academic excellence. A 3.2 cumulative grade point is required for application to the It's an Honor House and must be maintained.

Examples of House Occupant Responsibilities:

1. Tutor at the Boys and Girls Club in the Mathy Center.
2. Assist with and attend the Ethical Leadership Series presentations and Humanities Symposium.
3. Collaborate with an Honors Program project occurring on campus.
4. Coordinate a minimum of 2 educational programs per semester.

World Unity House - A World Unity House is for students who want to increase their knowledge and understanding of different cultures, share international perspectives, and build friendships with students from around the world. A World Unity House will be filled with an equal or near equal number of international students and students from the United States.

Examples of House Occupant Responsibilities:

1. Assist the Coordinator of Campus Activities & Orientation, with coordination of World View Week.
2. Actively participate in Global Rhythms.
3. Host a cultural dinner for members of campus.
4. Coordinate a minimum of 2 educational programs per semester.

Health and Wellness House - The Health and Wellness House provides an opportunity to live in an environment free of tobacco, alcohol and drugs.

Examples of House Occupant Responsibilities:

1. Sign a written agreement to abstain from alcohol, tobacco, and other drugs while in or around the House. (Any occupant who does not adhere to the written agreement is subject to house eviction).
2. Actively participate in Taking New Tactics, River Watch or educating high school students on the effects of alcohol, drugs and/or tobacco.
3. Assist Sue Danielson with Health Fair.
4. Coordinate a minimum of 2 educational programs per semester.

Environmental Responsibility House - The Environmental Responsibility House focuses on opportunities to make the Viterbo Campus and La Crosse community more aware of environmental issues and organizes projects that pertain to recycling and suitability.

Examples of House Occupant Responsibilities:

1. Complete a gardening project with the Garden Club and Boys & Girls Club.
2. Participate in a highway clean up.
3. Have a booth at the Living Green Expo to promote environmental responsibility.
4. Coordinate a minimum of 2 educational programs per semester.

Designer/Create Your Own House - The theme for a Designer/Create Your Own House is created by the applicants. Acceptance of this opportunity will be determined by applicants' background and the quality and depth of the application(s).



Dates for Theme House Application

- Wed., February 1st Theme House Informational Meeting, 7pm in the Hawk's Nest
- Mon., February 13th Theme House Applications Due in Residence Life, 4pm
- Wed., February 22nd Theme House decision announced and in student mailboxes by 4pm
- Fri., February 24th Housing & Meal Plan Agreement and \$100.00 down payment for each selected theme house member due. (Deposit is to be paid to the Business Office, and they verify your payment on your housing agreement.)

APPLICANT ELIGIBILITY:

1. Current full-time (12 credits or more) students with a 2.5 cumulative GPA that will be juniors or senior during the 2012-2013 academic school year.
2. Student must live in a Viterbo University housing facility at the time of application.
3. Student record must demonstrate the student has acted in accordance with University policy.

THEME HOUSE LOCATION

Theme	Address	Number of Occupants
House Theme will be Determined after Review of Applications	821 South 7th Street (Duplex)	4 Residents
House Theme will be Determined after Review of Applications	823 South 7 th Street (Duplex)	2 Residents

For more information please contact:

Office of Residence Life
 residencelife@viterbo.edu
 (608) 796-3116



Reclaiming Your Current Space



Any student who lives in McDonald, Rose, Canticle or Treacy may reclaim their current room, floor or building.

- Student housing contracts need to be turned in on or before February 24 in order to reclaim.
- Students who wish to reclaim their room may do so at any time in the Office of Residence Life with completed Housing and Dining Service Agreement. Students must have had their Housing and Dining Service Agreement completed with the \$100 deposit confirmed in the Business Office on or before February 24. It would be preferred that two or more people reclaim their room, but it is not necessary. Only students that currently live in the room can reclaim; one student may not reserve space for another.
- Students who wish to reclaim their floor may do so on March 1 between 8am and 4pm in the Office of Residence Life. Students must have their Housing and Dining Service Agreement completed with the \$100 deposit confirmed in the Business Office on or before February 24. At this time the student would reclaim his/her floor and choose a room. Only students that currently live on the floor can reclaim; one student may not reserve space for another.
- Students who wish to reclaim their building may do so on March 2 between 8am and 4pm in the Office of Residence Life. Students must have their Housing and Dining Service Agreement completed with the \$100 deposit confirmed in the Business Office on or before February 24. At this time the student would reclaim his/her building; he/she will also choose a floor and a room. Only students that currently live in the building can reclaim; one student may not reserve space for another.
- Special circumstance residents (current RA roommates) may not reclaim their rooms and must go through the housing selection process by submitting their Housing and Dining Service Agreement by February 24. The process of room selection takes place on March 14 and 15, depending on the roommate group size and the average of their total credits earned by December 2011.

Housing sign up dates are firm. Contracts and deposits must be submitted by February 24. Contracts submitted after this date will be excluded from the initial process.



Applying for Clare Apartments

Clare Apartments are Viterbo University's newest apartment option. They consist of four-bed, two-bed, and studio apartments housing a total of 118 students. Due to the interest in residing in this building, and due to its off-campus feel, Viterbo University has developed standards which must be met in order to be a resident of Clare Apartments.

Room assignment in Clare Apartments will be based on student credit hours earned, student GPA, and student behavior on campus. The Office of Residence Life will assign point values based on credit hours as well as GPAs. These two numbers will be averaged and students' names will then be placed in order from highest to lowest point average.

Times will be assigned to the top 118 students for housing sign up with the highest average having the option to sign up first for a room in Clare Apartments. (Students will be notified by mail of their time.) If a student's sign-up time is earlier than a person or persons he/she wants to room with (must also be accepted into Clare), the individual(s) with the later time may forego their sign-up times and sign up with the student with the earlier sign-up time.

Keep in mind:

- Each student's Student Housing and Dining Service Agreement must be submitted to the Business Office with a \$100 deposit on or before February 24.
- There will be a selection process for upper-class students on Wednesday, February 29, 7–9pm in the Office of Residence Life.
- Be sure to arrive ON TIME for selection. If your number is called and you are not there, you will be moved to the bottom of the list for room selection!

Non-Specific Sign-Up Group Housing

*Sign Up
March 14 and 15!*

*Bring Your
Roommates!*

- There will be a selection process for all students on Wednesday, March 14, and Thursday, March 15, from 7 to 9 pm in the Office of Residence Life. Sign up for all students will continue on Friday, March 16, all day in Office of Residence Life.
- Students may choose from any available space on campus in an apartment building other than Clare.
- We encourage students to fill the room completely (i.e. 4 students in an apartment), but this is not required.
- To ensure gender equality, a set number of apartments will be reserved for males and for females.
- Students choose apartments by selection number, lowest number first. Selection numbers will be assigned based on the number of accumulated credit hours earned by the end of Fall Semester 2011. Students signing up in a group will have their credit hours averaged. Students with the most credits are assigned the lower (i.e. better) numbers (students with the same number of credit hours will be ordered randomly.) Selection times (based on selection numbers) will be posted on Monday, March 12, at the Office of Residence Life (Marian Hall).
- One member from each group must be present at the selection time allotted to them to choose their apartment for the 2012-2013 academic year.
- A student who is unable to find roommate(s) in advance may sign up as an individual at the scheduled time. He/she may also wait until after all selections have been made to find a vacant space. Students signing up in roommate groups will have priority: four in a group over three; three in a group over two, and two in a group over individuals.
- Roommate Finder: Those students who are having trouble finding a roommate should come to the Office of Residence Life. The Office of Residence Life will keep a list of other students who are looking for a roommate.
- One final note: Be sure to arrive ON TIME for selection. If your number is called and you are not there, you will be moved to the bottom of the list for room selection!

Housing sign up dates are firm. Contracts and deposits must be submitted by February 24. Contracts submitted after this date will be excluded from the initial process.

AGAIN...

Selection Numbers

As noted on page 3, students are encouraged to select their roommates for the 2012-2013 academic year. The students in each roommate group will have their accumulated credit hours (earned by December 2011) averaged. These averages will determine the selection time which will be posted on Thursday, March 12, outside the Office of Residence Life (Marian Hall). Student groups with the highest credit averages are given higher priority. Also, groups of four roommates will have priority over groups of three, which will have priority over groups of two, which will have priority over individuals. Students submitting their applications as a group (roommates), must submit all applications for their group at the same time. We will not hold applications for others to arrive.

Students are strongly encouraged to choose roommates prior to housing sign up. Please submit your Housing and Dining Service Agreements together as a group. For example... 4 roommates = 4 contracts turned in together.

Please follow these steps:

1. Pick up Housing and Dining Service Contract.
2. Complete Contract (front and back) and take to Business Office with \$100 deposit.
3. After Business Office marks payment, paper clip your Contract together with your roommates' completed Contract(s).
4. Bring paper-clipped Contracts to Office of Residence Life.

AGAIN...

Selection Dates

As noted on page 3, there will be four dates on which selection of spaces occurs for those who have signed up for the process. The dates are as follows:

- **Theme House Applications:** Due February 13 by 4 pm (Housing and meal contracts and deposit due February 24.)
- **Reclaiming:** **Floor**—March 1, all day; **Building**—March 2, all day. (See page 7 for more info.)
- **Room Selection:** March 14 (4- and 3-person groups), March 15 (2-person groups and individuals), and March 16 (ongoing housing sign-up).

Living On Campus Half the Academic Year?

Planning on starting an internship, going on a study-abroad program, or graduating in December? Cancellation of the contract is possible at the end of the first semester. To terminate your



contract for one of the above reasons, please submit a written letter to the Director of Residence Life. Students desiring cancellation of a Housing and Dining Service Contract must also submit a Housing and Meal Plan Withdrawal Form available in the Office of Residence Life.

Parking

The 2012-2013 Parking Permit Applications are available online on the Viterbo University Business Office webpage. The permit may be found under student information. The webpage address is:



<http://www.viterbo.edu/studentinformation.aspx>

Special

Circumstances & Appeals

Students with Special Circumstances

If you have a disability and seek priority in the selection process, you must meet with the Director of the Office of Residence Life to discuss your needs and submit the necessary paperwork. You must **do this before the Housing Contract is due on February 24**, so that the Office of Residence Life can review your needs and make a decision on your accommodations.

Contractual Details

Eligibility

You must be enrolled at Viterbo University and be determined eligible to reside in student housing by the Director of Residence Life or appropriate Viterbo University authority. Residents are required to be full-time status to live on campus. Students carrying less than 12 credits must request approval of the Director of Residence Life to live on campus. To participate in the housing process, you must currently be living on campus. Students not living on campus currently can apply for housing after this process is completed.

Assignment Policy

Viterbo University will not discriminate in room or building assignment on the basis of race, color, religion, sexual orientation, national origin, or ancestry. Continuing residents will be given the opportunity to select their room in accordance with reassignment and selection procedures announced by the university. The university reserves the right to place limits on the number of residents to be reassigned, in order to maximize space for new residents. New residents will be assigned to their preferred building to the extent possible. Failure to honor assignment preferences will not void the contract. The university reserves the right to change room or building assignments, to assign roommates, or to consolidate vacancies. This may be done by requiring residents to move from single occupancy of rooms designed as doubles to double occupancy in the same building. If a student refuses to consolidate, he/she is subject to paying the single room price designated for that building on a pro-rated basis.

Refunds and Appeals

The \$100 deposit is refundable only with a written request received by May 1st for returning students. Information on Termination of Contract after May 1st can be found in the Housing and Dining Service Agreement. All refund requests and appeals must be submitted in writing to:

Director of Residence Life, 900 Viterbo Drive, La Crosse, WI 54601

Meal Plan

All residential students are required to carry one of the meal plans offered. Sophomores, juniors, and seniors have the option to choose any of the meal plans offered.

*Please read the Residence Hall Terms and Conditions in the Housing and Dining Service Agreement for more information.

Frequently Asked Questions

- 1. I am a current off-campus student. Can I move on campus?**

A. Certainly! We accept most full-time Viterbo Students into campus housing. Priority is given to students that currently live on campus. You can submit your housing contract any time and will be contacted after the process is completed for available spaces.
- 2. We are a group of four students. Are we competing against a group of two?**

A. No
- 3. What if I live in a building currently but would like to live in a different apartment in that building?**

A. You should come to the Office of Residence life on March 1 if you would like to reclaim an apartment on your current floor or you can come to the Office of Residence Life on March 2 to reclaim an apartment on a different floor in your building. (see page 6 for more info.)
- 4. What if I live in the Residence Halls currently and would like to live there again?**

A. Typically, residence halls are reserved for incoming freshman, although exceptions have been made. You will need to speak with the Assistant Director of Residence Life.
- 5. Can we trade selection times?**

A. No, you cannot trade selection times. The Office of Residence Life will post a list of selection times and may require ID be shown at the time of sign-up.
- 6. What if I am a disabled student and need accommodations related to housing?**

A. If you have a disability and seek priority in the selection process, you may meet with the Director of Residence Life to discuss your needs and submit the necessary paperwork. Please do so before March 1. The Office of Residence Life will review your needs and make a decision on your accommodations.
- 7. What if I am unable to attend selection?**

A. If you are signing up as a group, one person from your group must be present at your selection time. If you are an individual, somebody can sign up for you as long as they have something in writing from you giving them permission to do so.
- 8. I am having trouble finding a roommate(s). Can you help?**

A. Yes! The Office of Residence Life keeps a list of students who are in a similar situation.
- 9. Can I view the apartments before selection so I know what they look like?**

A. Yes! There will be open houses for apartments on February 15 at 7pm and on February 21 at 7pm starting in the Hawk's Nest.
- 10. How will I know what rooms are available to choose from?**

A. Available rooms will be posted on Monday, March 12, outside the Office of Residence Life. We will post them again at group sign-up.
- 11. Am I required to have a meal plan?**

A. Yes. Every student who lives on campus is required to have a meal plan.
- 12. What if I change my mind about housing and want to live off campus?**

A. See page 11 for more information.

Have questions?

Contact:

The Office of Residence Life

Marian Hall (Hawk's Nest)

608-796-3116